

PROCEDURE 1320.02  
Issued January 1, 1994

SUBJECT: Traffic crash information.

APPLICATION: Executive Branch Departments and Sub-units, and Legislative and Judicial agencies.

PURPOSE: To provide guidance on acquisition of traffic crash information.

CONTACT AGENCY: Department of State Police (DSP) - Office of Highway Safety Planning.

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SUMMARY: On request, the Office of Highway Safety Planning, DSP, will provide traffic crash information to Executive, Legislative and Judicial Branch agencies.

APPLICABLE FORMS: None.

PROCEDURES:

Requestor:

- May obtain crash data for the current processing year and the preceding 3 years.
- May ask for special searches or extensive data by writing, or printed statistical data by telephoning as shown above. Send written requests to:
  - Michigan State Police  
Office of Highway Safety Planning  
Highway Safety Data Unit  
300 South Washington Square, Suite 300  
Lansing, Michigan 48913
- If it has access to large-scale computer services of its own, should request an automated copy of the entire crash file on magnetic tapes, supplied by the requesting agency. File layout documentation, if requested, will accompany the data. If "selected" crash data is desired, it may be possible to supply it on media acceptable to personal computers.

DSP:

- Unless there are extenuating circumstances, will fill requests in approximately 15 working days. Requests for printed statistical data which already is available will be handled more quickly.

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